

ADMINISTRATIVE-INTERNAL USE ONLY

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3 September 1985

MEMORANDUM FOR: FBIS Headquarters Employees

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: FBIS History Project

1. FBIS is being urged by higher authority to bring our official history up to date and to provide material that will support the directorate history. The official FBIS history has been written for the complete period from the beginning to 1968 (as well as the Foreign Documents Division history to that point). The next volume of FBIS history will cover the period from 1968 through 1982.

2. Our approach to writing the 1968-1982 segment of the history will be: (1) determine the issues that concerned management by conducting personal interviews with key senior management personnel of the period, and by selective checking of files, preparing a basic outline; (2) flesh out material that will provide support to the directorate history; (3) complete the FBIS history by fleshing out the basic outline and writing the final version. Thus the history will be written from the viewpoint of management issues rather than a simple chronology, although we will attach a chronology to list key events.

3. Phase I, as indicated in 2(1) above, will be accomplished by detailing an officer from an existing assignment for approximately six months. We are looking for someone who: (1) would be enthusiastic about pursuing this important and interesting project; (2) has an ability to write and understand what constitutes material of historical value (a B.A. in history would help); and (3) has had sufficient experience in the Agency to understand how management works and how Agency organizations interact. Grade is not an issue, but an ability to comprehend the workings of FBIS and the Agency, the ability to conduct effective interviews with former managers and cull material from extensive filings, and the ability to organize and prepare material for publication are essential.

4. If you are interested in being considered for a six-month detail to work on this important project, please submit your name and what you see as your qualifications to Chief, Executive and Planning Staff. We'll make a selection in the next couple of weeks. Please submit names by 23 September.

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